



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 022

TITLE **ProcureAZ Pricing**
REVISION **Number 2**
DATE **February 2, 2015**

I. Authority

- A. Applicable Statute
- | | |
|-------------------------|---|
| <u>A.R.S. § 41-2511</u> | Authority of the director |
| <u>A.R.S. § 41-2512</u> | Delegation of authority or functions by the director |
| <u>A.R.S. § 41-2533</u> | Competitive sealed bidding |
| <u>A.R.S. § 41-2534</u> | Competitive sealed proposals |
| <u>A.R.S. § 41-2535</u> | Procurements not exceeding the amount prescribed; small businesses; simplified construction procurement program |
- B. Applicable Code
- | | |
|-------------------------|---|
| <u>A.A.C. R2-7-201</u> | State Procurement Administrator: Duties and Qualifications |
| <u>A.A.C. R2-7-202</u> | Delegation of Procurement Authority to State Governmental Units |
| <u>A.A.C. R2-7-B301</u> | Solicitation |
| <u>A.A.C. R2-7-C301</u> | Solicitation |
| <u>A.A.C. R2-7-D302</u> | Solicitation – Request for Quotation |

II. Definitions

- A. Line Item. The mechanism available within ProcureAZ to describe the State's need and request pricing information within a solicitation and award contracts.
- B. ProcureAZ. The official designated state electronic system.
- C. Punch Out. The mechanism available in ProcureAZ that allows an end user to shop a state contractor's electronic catalog and automatically populate a requisition.

III. Policy

- A. Purpose. The purpose of this policy is to ensure proper utilization of the line item and punch out functionalities within ProcureAZ to facilitate end user ordering and receiving as well as the collection of spend data.
- B. Line Items. Individual line items should be created for each orderable item or service which will be available under an awarded contract.

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- C. Punch Out. If the solicitation contains hundreds of individual line items, a punch out electronic catalog should be utilized. The requirement regarding the creation of a punch out must be included in the solicitation. The solicitation should clearly identify that the expense of creating the punch out is the contractor's responsibility.
- D. Price Schedule Attachments. The practice of attaching a separate Price Schedule rather than using ProcureAZ's line item functionality is to be avoided. In solicitations with a considerable number of items or services, a separate attachment may be utilized if the intent is gather data to conduct the evaluation of price. In such solicitations, the end result should be either import of the line item information or utilization of a punch out.

IV. Effective

This Technical Bulletin is hereby authorized and effective this 2nd day of February 2015, unless otherwise revised or repealed.



Barbara M. Corella, C.P.M., CPPB

State Procurement Administrator